

# Reclamation Manual

Directives and Standards

**TEMPORARY RELEASE**

*(Expires 03/30/2016)*

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## Sample National Criminal History Check Determination Memorandum Template (Unfavorable Adjudication)

To: CIP Access Control Officer

From: Personnel Security Adjudicator

Date:

Subject: National Criminal History Check Determination

This document certifies that a National Criminal History Check - Special Agreement Check (SAC) on the individual identified below has been completed by OPM and adjudicated, as indicated, by Reclamation.

Name:

Position:

Adjudication Date:

Adjudicative Determination: UNFAVORABLE

This individual has been found not suitable for unescorted access to Critical Cyber Assets. This determination is based on the following check:

OPM Special Agreement Check (SAC) #:

Dated:

This National Criminal History Check meets the requirements of Standard CIP-004-2, as defined by Reclamation's Personal Risk Assessment Process. If access to Critical Cyber Assets had been previously been granted to this individual, it must be revoked immediately.

cc: Individual

Personnel file (Reclamation employees only)

Contract file (Contractors only)

Chief Security Officer

Regional Security Officer

CO / COR / PM (as needed)